

DRAFT Iowa Department of Transportation

Application Instructions

for the

Traffic Safety Improvement Program

(Draft Revised June 2001)

General Instructions

1. Before preparing this application, please read the TRAFFIC SAFETY IMPROVEMENT PROGRAM ADMINISTRATIVE RULES. The rules describe three types of funding available under the TRAFFIC SAFETY IMPROVEMENT PROGRAM. A copy of the rules has been attached to this application.
2. Only city and county governments and the Department of Transportation (DOT) may apply for Traffic Safety Funds. Joint applications submitted by two or more local governments must specify a lead agency and list all participating jurisdictions. The application should be signed by the mayor or chairperson of the board of supervisors of the local government submitting the application.
3. The completed application form must be typewritten, and information must be clear, concise, and accurate. Photocopies of the form may be used by applicants. If the space provided for an answer is inadequate, please attach additional pages. An original and three copies of the application must be submitted (a fax is not acceptable).
4. Applications may be submitted at any time. Complete applications must be received by the Office of Traffic and Safety of the Iowa DOT at 800 Lincoln Way, Ames, Iowa, 50010 by **August 15** to be considered in the current programming cycle. Applications received after this time will be returned. They may be resubmitted for the next programming cycle.
5. General questions regarding the program should be directed to the District Engineer of the appropriate District Office. Technical questions relating to accident reduction factors, project life, clear zone requirements, etc. should be directed to the Office of Traffic and Safety at 515-239-1623.

REQUEST FOR TRAFFIC SAFETY FUNDS

Iowa Department of Transportation

GENERAL INFORMATION

Location/Title of Project _____

Applicant _____

Contact Person _____ Title _____

Complete Mailing Address _____
(Street Address and/or Box Number)

(City) (State) (Zip)

Daytime Phone _____ e-mail _____
(Area Code)

If more than one highway authority is involved in this project, please indicate and fill in the information below (use additional sheets if necessary).

Co-Applicant(s) _____

Contact Person _____ Title _____

Complete Mailing Address _____
(Street Address and/or Box Number)

(City) (State) (Zip)

Daytime Phone _____ e-mail _____
(Area Code)

PLEASE COMPLETE THE FOLLOWING PROJECT INFORMATION:

Application Type _____ Site Specific
_____ Traffic Control Device
_____ Safety Study

Funding Total Cost of the Project \$ _____

Safety Funds Requested \$ _____

APPLICATION CERTIFICATION FOR LOCAL GOVERNMENT

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the participating local government(s). I understand the attached resolution(s) binds the participating local government(s) to assume responsibility if any additional funds are committed, and to ensure maintenance of any new or improved city streets or secondary roads.

I understand that, although this information is sufficient to secure a commitment of funds, a firm contract between the applicant and the Department of Transportation is required prior to the authorization of funds.

Representing the _____

Signed:	_____	_____
	Signature in Ink	Date Signed
	_____	_____
	Typed Name and Title	Typed Date

Attested:	_____	_____
	Signature in Ink	Date Signed
	_____	_____
	Typed Name and Title	Typed Date

DOCUMENTATION INFORMATION FOR SITE SPECIFIC APPLICATIONS

The following documents shall be included with a Site Specific request. In the upper right-hand corner of each document, write the letter (shown below) which the document supports. An original plus three copies of the application must be provided (except as noted).

Please check that the following are included with the completed request form:

- A. APPLICATION CERTIFICATION(S) AND RESOLUTION(S) approved by the applying local government(s) (must be dated within the past 12 months).
- B. In a NARRATIVE assess existing conditions, outline the proposed concept, identify how clear zone requirements and the Manual on Uniform Traffic Control Devices (MUTCD) requirements will be met, and provide adequate transportation safety justification. (The intent is to identify the problem, its relationship to the collision experience, and how the proposal will improve safety.)
- C. An ITEMIZED BREAKDOWN OF COST including a list of the sources and amounts of supplementary funds.
- D. A TIME SCHEDULE for the proposed project with a completion date.
- E. A MAP identifying the location of the project.
- F. COLOR PICTURES of the project site. (1 set)
- G. A PLAN of the existing conditions and proposed project with existing ROW and proposed ROW requirements shown as well as the existing access and proposed access.
- H. An AERIAL PHOTOGRAPH of the site (if available). (1 copy)
- I. COPIES OF THE ACTUAL "IOWA DEPARTMENT OF TRANSPORTATION INVESTIGATING OFFICERS REPORT OF MOTOR VEHICLE ACCIDENT " (or its equivalent) filed by local law enforcement with the DOT (not PC-ALAS summaries) for the time period ending June 30th of the year prior to the application deadline. Note: more current data may be used.
 - 1) 3 years of data for locations averaging 10 or more accidents per year.
 - 2) 5 years of data for locations averaging less than 10 accidents per year.Accident reports need to accompany only the original, not the three copies.
- J. A diagram showing current TRAFFIC VOLUMES AND/OR TURNING MOVEMENTS with day, month, and year when count was taken. If an intersection is involved and 15 minute volumes from a workday from 5 A.M. to 10 P.M., or a portion thereof, are available, they should be included. Assistance is available from the local DOT Transportation Center.
- K. If signals are proposed, include information on TRAFFIC SIGNAL LAYOUT, TYPE, PROPOSED PHASING, AND DETECTOR LOCATIONS. If there is an existing traffic signal, include signal layout, phasing, timing and detector locations, if available.
- L. A Benefit/Cost ratio worksheet showing the assumptions and calculations used.
Note: Historically, a B/C ratio less than 1.0:1 has not been funded and generally a B/C ratio greater than 1.5:1 has been needed to be considered for funding.

DOCUMENTATION INFORMATION FOR TRAFFIC CONTROL DEVICES

The following documents shall be included with a Traffic Control Device (TCD) request. In the upper right-hand corner of each document, write the letter (shown below) which the document supports. An original plus three copies of the application must be provided (except as noted).

Please check that the following are included with the completed request form:

- A. APPLICATION CERTIFICATION(S) AND RESOLUTION(S) or approved by the applying local government(s) (must be dated within the past 12 months).
- B. In a NARRATIVE assess existing conditions, outline the proposed concept, identify how clear zone requirements and MUTCD requirements will be met, and provide adequate transportation safety justification. (The intent is to identify the problem, its relationship to the collision experience and how the proposal will improve safety).
- C. An ITEMIZED BREAKDOWN OF COST including a list of the sources and amounts of supplementary funds.
- D. A TIME SCHEDULE for the proposed project with a completion date.
- E. A MAP identifying the location of the project.
- F. COLOR PICTURES of the project site. (1 set)
- G. A PLAN of the existing conditions and proposed project with existing ROW and proposed ROW requirements shown as well as the existing access.
- H. A diagram showing current TRAFFIC VOLUMES AND/OR TURNING MOVEMENTS with day, month, and year when count was taken. If an intersection is involved, and 15 minute volumes from a workday from 5 A.M. to 10 P.M., or a portion thereof are available, they should be included. Assistance is available from the local DOT Transportation Center.
- I. If signals are proposed, include information on TRAFFIC SIGNAL LAYOUT, TYPE, PROPOSED PHASING, AND DETECTOR LOCATIONS. If there is an existing traffic signal, include signal layout, phasing, timing and detector locations, if available.

DOCUMENTATION INFORMATION FOR: TRAFFIC SAFETY RESEARCH, A TRAFFIC SAFETY STUDY OR A TRAFFIC SAFETY INFORMATION INITIATIVE

The following documents shall be included with a Traffic Safety Research, a Traffic Safety Study or, a Traffic Safety Information Initiative request. In the upper right-hand corner of each document or separate paragraph in the narrative, write the letter (shown below) which the document/paragraph supports. An original plus three copies of the application must be provided.

Please check that the following are included with the completed request form:

- A. APPLICATION CERTIFICATION(S) AND RESOLUTION(S) approved by the applying local government(s) (must be dated within the past 12 months).
- B. In a NARRATIVE outline the proposed concept and the goals or expected results, include statewide applicability, and provide adequate transportation safety justification.
- C. An ESTIMATED COST including a list of the sources and amounts of supplementary funds (itemized if possible).
- D. A TIME SCHEDULE for the proposed project with a completion date.

CHAPTER 164
TRAFFIC SAFETY IMPROVEMENT PROGRAM

761—164.1(312) Definitions.

"Jurisdiction" means the department, or the county or city having responsibility for and control over a road or street.

"Traffic safety fund" means the fund created for traffic safety improvement projects pursuant to 1987 Iowa Code supplement subsection 312.2(18).

761—164.2(312) Information and forms. Information, instructions and application forms may be obtained from: Engineering Division, Iowa Department of Transportation, 800 Lincoln Way, Ames, Iowa 50010; telephone (515) 239-1557.

761—164.3(312) Program administration.

164.3(1) Purpose. The traffic safety fund provides funding for traffic safety improvements or traffic safety studies on public roads under county, city or state jurisdiction.

164.3(2) Local participation. The Department shall administer the traffic safety fund as a statewide program and will encourage local participation in the review and evaluation of applications for funding.

164.3(3) Funding.

- a. The Transportation Commission shall review all applications and be responsible to program selected projects, subject to the availability of funds. The Commission may fund all or part of a project and may make funding dependent upon adherence to a time schedule or fulfillment of specified conditions.
- b. The Transportation Commission need not commit all funds available during a fiscal year. Unexpended funds shall be retained for subsequent programming cycles.
- c. The maximum traffic safety funding for a site-specific project shall not exceed \$500,000. Total funding allotted for the traffic control device materials category shall not exceed \$500,000 annually. Total funding allotted for all traffic safety research, traffic safety studies and traffic safety information initiatives shall not exceed \$500,000 annually. All project costs exceeding the commitment of traffic safety funds shall be the responsibility of the applicant.

761—164.4(312) Applicant eligibility. The Department, a county or an incorporated city in the State of Iowa is eligible to apply for traffic safety funds. Joint applications are encouraged when applicable, but the applicants shall designate one jurisdiction as the principal contact.

761—164.5(312) Project eligibility.

164.5(1) Types of projects. Eligible applications shall address needs in one of three categories: improvement of traffic safety operations at a specific site; purchase of materials for initial installation or replacement of obsolete traffic control devices that impact traffic safety; or traffic safety research, traffic safety studies or traffic safety information initiatives.

164.5(2) Public roads. Only applications involving a primary road, secondary road, or city street presently open to public use shall be considered. A project for a private purpose or private road is not eligible.

761—164.6(312) Eligible project costs.

164.6(1) *Site-specific improvements.* The costs of improvements eligible for traffic safety fund reimbursement include, but are not limited to, the following:

- a. Road modernization, upgrading or reconstruction.
- b. Bridge and culvert modernization, replacement or removal.
- c. Road intersection and interchange improvement including channelization, traffic control devices and lighting.
- d. Right-of-way required for a traffic safety project.
- e. Drainage and erosion control measures which are an integral part of the project.
- f. Traffic control devices required by the project.
- g. Guardrail.
- h. Fixed object removal.
- i. Other construction activities directly related to or required by the safety project.

164.6(2) *Traffic control devices.* The cost of materials purchased for initial installation of traffic control devices or replacement of obsolete traffic control devices at locations that meet the applicable warrants in the Manual on Uniform Traffic Control Devices (MUTCD) adopted in rule 761—130.1(321), Iowa Administrative Code, and that impact traffic safety shall be eligible for funding.

164.6(3) *Traffic safety research, traffic safety studies and traffic safety information initiatives.* Funding shall be available for traffic safety research, traffic safety studies and traffic safety information initiatives related to traffic operations.

- a. *Traffic safety* research shall address traffic safety concerns with potential for statewide application.
- b. A traffic safety study may address remedies for traffic operations safety at a specific location if it will have demonstrable statewide application.
- c. A traffic safety information initiative shall emphasize traffic safety techniques or policies, and should be of statewide interest. An initiative of local scope may also be considered.

761—164.7(312) Ineligible project costs.

164.7(1) All costs incurred prior to Commission approval of funding for a project are ineligible.

164.7(2) Activities and costs not eligible for traffic safety funding as a portion of a site-specific improvement include, but are not limited to:

- a. Routine maintenance of a road, street, bridge, culvert or traffic control device.
- b. Safety-related activities associated with projects initiated for purposes other than traffic safety.
- c. Contract administration costs.
- d. Design and construction engineering and inspection.
- e. Utility construction, reconstruction or adjustment, except as an integral part of a project.
- f. Sidewalks, bicycle paths, or railroad-highway crossings, except as an integral part of a project.
- g. Maintenance or energy costs for traffic control devices or lighting.
- h. Expenditures for items not related to the roadway.
- i. Replacement of obsolete traffic control devices not associated with or resulting in improved safety.
- j. Other cost elements not included in the plans and specifications as approved by the Department.
- k. Overhead and indirect costs associated with any authorized force account work.

164.7(3) Activities and costs not eligible for traffic safety funding as a part of an application for traffic control device materials include, but may not be limited to:

- a. Maintenance or energy costs for traffic control devices or lighting.
- b. Installation costs.
- c. Replacement of obsolete traffic control devices not associated with or resulting in improved safety.

761—164.8(312) Applications. Application procedures for each funding category will be distinct.

164.8(1) An application by a city or county for funding site-specific construction must be submitted on a departmental form specifically used for the traffic safety fund. Comparable project data and justification information will be provided by the Department for state initiated projects. Required information shall include but may not be limited to:

- a. The applicant's name, mailing address, telephone number, and a designated contact person for the project.
- b. A preliminary project concept statement, including a location map and a sketch plan. The concept must be reasonable from a traffic engineering standpoint and detailed enough to generate project cost estimates.
- c. The justification for the proposed construction project. Justification may be based on a location's inclusion in the Department's list of high accident locations, a TEAP-type study recommendation or a similar study generating a positive benefit/cost analysis for the proposed improvement.
- d. Preliminary benefit/cost.
- e. Data showing the anticipated effect of the project on traffic safety. Data shall include accident history and the calculated accident loss reduction, expected as a result of the project.
- f. A discussion of right-of-way needs, conflicts and availability including current and projected access and access control.
- g. An itemized cost estimate for the project including a list of the sources and amounts of supplementary funds for the project, if appropriate.
- h. A time schedule for the project with a completion date.
- i. The jurisdiction's official endorsement of the project and written assurance that the improved site will be adequately maintained.
- j. Applicant agrees to supply at least 3 years of post project accident history and an operational experience summary within 4 years of the project completion date.

164.8(2) An application for funding to pay the cost of materials for traffic control devices shall be submitted on the appropriate Department application form and shall include:

- a. The applicant's name, mailing address, telephone number, and a designated contact person.
- b. A list of the number and types of devices requested, and whether each is for initial placement or a replacement.
- c. Documentation providing justification for the requested device directly related to improving traffic safety.
- d. A discussion of clear zone requirements and right-of-way needs, conflicts and availability, including current and projected access and access control.
- e. A time schedule for installation after delivery.
- f. The jurisdiction's official endorsement of the traffic control device project, assurance of installation to current applicable standards within two years of the agreement date, and written assurance that the traffic control device will be adequately maintained after installation.
- g. An itemized cost estimate for the project including a list of the sources and amounts of supplementary funds for the project, if appropriate.

164.8(3) Traffic safety research, a traffic safety study or a traffic safety information initiative shall be submitted on the appropriate Department application form and shall include:

- a. The applicant's name, mailing address, telephone number and a designated contact person.
- b. A description of the proposed subject matter and the goals or expected results of the effort including statewide applicability and safety benefits.
- c. An itemized cost estimate for the project including a list of the sources and amounts of supplementary funds for the project, if appropriate.
- d. A proposed time schedule with a completion date.
- e. Applicant agrees to supply a report on the results for the first 2 years after implementation and/or a summary of a description of how the results will be implemented or disseminated.
- f. The breadth of dissemination.

761—164.9(312) Processing the application.

164.9(1) *Submission.*

- a. The jurisdiction shall submit an original and three copies of an application to the Engineering Division at the address in rule 164.2(312). An application may be submitted at any time and shall be dated when received in the Engineering Division. Applications from local jurisdictions must include verification of authorization to apply dated within 12 months prior to the application deadline.
- b. Completed applications must be received prior to 4:00 p.m. of the last working day of each year in the Engineering Division Office in Ames.
Department may require additional information and materials necessary to complete the evaluation of the application.
- c. An unfunded application may be updated and may be resubmitted for consideration during a subsequent funding period.
- d. An application may be withdrawn at any time.

164.9(2) *Evaluation and recommendation.*

- a. A proposed program of funded projects will be recommended to the Commission by the Department with input from city and county representatives.
- b. The primary criterion for determining funding priorities shall be the demonstrated relationship of the project to traffic safety.
- c. The Department shall review the contents of applications for verification and may visit project sites.

761—164.10(312) Project agreement.

164.10(1) After the Transportation Commission has approved funding for a county or city project, a project agreement shall be executed between the Department and the sponsoring jurisdiction. If an agreement is not executed within 1 year of funding approval by the Commission, funding authorization may be withdrawn by the Department. The agreement shall specify the conditions for project funding, which may include such items as the responsibility for planning, design, right-of-way, contracting, construction, materials inspection, documentation and the criteria for each. The agreement shall also specify the funding level for the eligible work items and a completion date. With appropriate justification, up to a one year extension of the completion date may be granted by the Department. All funds not expended within the time limit will revert to the program.

164.10(2) The Department shall reimburse the sponsoring jurisdiction for actual eligible project costs not to exceed the amounts authorized by the project agreement.

164.10(3) The Department will audit all force account work performed by a county or city to determine cost compliance with the agreement.

These rules are intended to implement 1997 Iowa Code subsection 312.2 (16).